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## **STUDENT HANDBOOK INTERPRETATION**

*The student handbook has been prepared as a guide and is not meant to be all inclusive of all "school policy." Interpretation of items in the handbook and those things that are not in the handbook shall be the responsibility of the building principal.*

### **ABILENE HIGH SCHOOL**

#### **MISSION STATEMENT**

The mission of Abilene High School is to provide a positive educational environment that instills in all students a responsibility, a confidence, and a desire to learn and to continue seeking knowledge as they transition into a changing world.

#### **FUNDAMENTAL BELIEFS**

Students must become educated, ethical decision makers.

Students will embrace the desire to improve through life long learning.

Abilene High School nurtures good citizens and learners.

Abilene High School provides a safe, positive learning environment.

#### **EXIT LEARNING OUTCOMES**

Communicate effectively as an individual and as part of a group.

**Possess mastery of essential skills, both academic and applied situations.**

Use thinking skills to solve problems and make good decisions.

Become self-directed and lifelong learners who are adaptable to change.

Exhibit concern and respect for the world beyond themselves.

Demonstrate responsibility for their own physical and mental well-being.

Express themselves creatively and respond to the creative works of others.

#### **SCHOOL IMPROVEMENT GOALS**

All students will:

Improve their mathematical application skills across the curriculum.

Improve reading skills across the curriculum.

Be credentialed by the end of their sophomore year in the following areas:  
Reading, Math, Writing, Reasoning/ Problem Solving, Employability Skills, Career Awareness.

### **THE ORANGE AND BROWN**

A beacon shining o'er the plains, our hometown Abilene.  
We sing now of her strength, her might, the best that you've ever seen.  
We stand loyally right beside her, the pride of the Chisholm Trail.  
So hail to our alma mater, our love for her never pales.  
Our school has produced countless champions, scholars, and a President!  
May her flag, orange and brown, gracefully set sail...  
As she sends us on happy trails

### **GO YOU COWBOYS(FIGHT SONG)**

Go on you Cowboys,  
fight right down that line,  
With our colors flying,  
we will cheer you all the time.  
RAH! RAH! RAH!  
Go on you Cowgirls  
Fight for victory  
fight for the fame of our fair name and  
Go you Cowboys, win the game.  
Go Cowgirls, Go! Go Cowboys Go!  
Cowgirls, Cowboys, Go Cowgirls Go!

## **TIME SCHEDULE**

### **Orange Day/Brown Day**

1A BLOCK/ 1B BLOCK	7:55-9:18	
Passing/Break	9:18-9:26	
2A BLOCK/ 2B BLOCK	9:26-10:49	
Passing	10:49-10:54	
3A BLOCK/ 3B BLOCK	10:54-12:50	LUNCH A 10:54-11:23
		B 11:23-11:52
		C 11:52-12:21
		D 12:21-12:50
Passing	12:50-12:55	
Seminar	12:55-1:33	
Passing	1:33-1:38	
5A BLOCK/ 5B BLOCK	1:38-3:00	
Athletic Practice	3:30	

## **ADMINISTRATION**

### **Board of Education**

Jeff Bathurst

Gregg Noel

Mark Wilson

Randy Gassman

Jennifer Waite

Kyle Becker

Chris West

### **Superintendent of Schools**

Mr. Greg Brown B.A. (Bethany College), M.Ed. (Kansas State University)

### **Principal**

Dr. Ben Smith, B.S. (University of Northern Colorado), M.Ed. (Wichita State University), Ed.S (Ft. Hays State University), Ed.D (Lamar University)

### **Assistant Principal**

Mr. Will Burton, B.S., M.S. (Kansas State University)

## **FACULTY**

### **Counseling**

Julie Weishaar, B.A. (Anderson University), M.S. (Kansas State University)

Carly Fritz B.S. (Concordia University), M.S., (Drake University)

### **Language Arts**

Ashley Hoskins, B.S. (Pittsburg State University)

Tim Wilkins, B.S. (Kansas State University), M.S. (Forth Hays State University)

Blair Waite, B.A. (Kansas Wesleyan University)

Rebecca Boelling, B.A. (Kansas State University)

Charity Bathurst, B.A. (Kansas State University)

Carol Russel, B.S., MA. (Kansas State University),

### **World Languages**

Casey Bell, B.S. (Kansas State University), M.S. (Baker University)

Meagan Meneley, B.A., (Baker University), M.Ed (Baker University)

### **Mathematics**

Andy Cook, B.S., (Emporia State University), M.S. (Kansas State University)

Darren Whiteley B.S. (Sterling College)

Melissa Nichols, B.S. (Southwestern College), M.S. (Fort Hays State University)

Kyle Taylor, B.S. (Kansas State University), M.S. (Emporia State University)

### **Social Science**

Wendy Sherbert, B.A. (Kansas Wesleyan University)

Janeal Schmidt, B.S., M.A. (Kansas State University)

Megan Berry, B.S. (Kansas University), MLS (Indiana University), M.Ed.  
(Pittsburgh State University of New York)

Dan Rheingans, B.A., (Buena Vista University)

### **Business**

Mark Willey, B.S., M.S. (Fort Hays State University)

Dawn James, B.S., M.S. (Emporia State University)

### **Science**

Shannon Heintz, B.S., M.S. (Kansas State University)

Molly Burton B.S., M.S. (Kansas State University)

Justin Amos B.S., M.S. (Fort Hays State University)

Mitchell Burkett, B.S. (Kansas State University)

### **Family and Consumer Science**

Debora Farr, B.S. (Fort Hays State University), M.S. (Kansas State University)  
Stacie Buss, B.S. (Kansas State University)

**Agriculture Education**

Zach Cooper, B.S. (Kansas State University)  
Nikole Cain, B.S. (Kansas State University)

Special thanks to Mr. Jack Burwell and Dr. Mike Whitehair for their assistance

**Industrial Technology**

David J. Linn, B.S. (Fort Hays State University)

**Industrial Arts**

Jeffrey Austin, B.S. (York College)

**Physical Education**

Steve Simpson, B.S. (Fort Hays State University)  
Traci Rogers, B.S. (Hanover College), M.S. (Ball State University)  
Steve Casey, B.S (Fort Hays State University), B.S, D.C (Palmer College of Chiropractic)

**Instrumental Music**

Aaron Tompkins, B.S., (University of Kansas), M.S. (Kansas State University)

**Vocal Music**

Danette Whiteley, B.S., (Sterling College)

**Art**

Alex Moyers, B.A. (Ft. Hays State University)

**Special Education**

Michael Rutz, B.S. (Kansas State University)  
Tim Klein, B.S., M.S. (Kansas State University)  
Rachael Weaver, B.S., (Tabor College), M.S. (Emporia State University)  
Dallas Meneley, BFA (Kansas State University), M.Ed (Emporia State University)  
Jacinda Vinduska B.S., M.S. (Kansas State University)

**Media Center**

Kim Townsend

**Support Staff**

**Secretaries**

Kody Gentry, Katie Kohman, Melinda Bruna

**Aides/Paras**

Cathy Whitehair,  
Barb Bauer  
Joyce Minson  
Elizabeth Shimabuku  
Vanessa Clark  
Denise Henely  
Elizabeth Hendrix  
Megan Beckley  
Megan Wells  
Tiffany Nelson

**Food Service**

Julia Elledge (manager), Jolene Sumner, Peggy Houser, Jennifer Butler, Patty Kiltz  
Mindy Thorson, Susan Sare, Brent Newton

**Custodians**

Scott Jenne (Head Custodian) Mark Janzen, Dale Cross,  
Margo Fulton, Wesley Henderson, Alan Merola, Martha Strunk (Laundry)

**Nurse**

Brandi McGivney, R.N.

**EXTRA-CURRICULAR ACTIVITIES**

Activities Director	Mr. Burton
Art Club	Mr. Moyers
Band	Mr. Tompkins
Baseball	Mr. Bartley*, Mr. Hansen, Mr. Hook
Basketball (Boys)	Mr. Taylor*, Mr. Graefe, Mr. Taylor
Basketball (Girls)	Mr. Liby*, Ms. Hite, Mrs. Rogers
Booster	Mrs. Bathurst
Cheerleaders	Mrs. Funston*, Mrs. Stout, Mrs. Wright
Cross Country (Boys & Girls)	Mr. Cook *, Ms. Seidl
Debate	Ms. Waite,



Fall Fantastical	Mrs. Whiteley
Dance Team	Mrs. Ward
FFA	Mr. Cooper, Ms. Cain
FCCLA	Mrs. Farr, Mrs. Buss
FBLA	Mrs. James, Mr. Willey
Football	Mr. Simpson*, Mr. Whiteley, Mr. Hartman Mr. Ross, Mr. Randles, Mr. Casey
Forensics	Ms. Waite*, Ms. Boelling
German Club	Mrs. Meneley
Golf	Mr. Willey
Musical	Mrs. Whiteley, Mrs. McClure
National Honor Society	Mr. Burkett
Prom	Ms. Berry, Mrs. Hoskins
Powerlifting	Mr. Simpson
Scholar's Bowl	Mr. Wilkins, Ms. Schmidt
Softball	Mrs. Taplin*, Mr. Roth, Mrs. Gomez
Spanish Club	Ms. Bell
Student Council	Mrs. McGivney
Boys Tennis	Mr. Willey
Girls Tennis	Ms. Berry*, Ms. Wildman
Track	Mr. Simpson*, Mr. Moyers, Ms. Bell Mr. Hartman, Mr. Klein, Mrs. Burton
Vocal Music	Mrs. Whiteley
Volleyball	Mrs. Koch*, Ms. Bell, Mrs. Bender,
Wrestling	Mr. Stout*, Mr. Casteel, Mr. J Peterson,
Yearbook	Mrs. Bathurst

\* Denotes head coach

## **COUNSELING**

The Counseling Office is located on the NE corner of the 2<sup>nd</sup> floor. The counselors are available to help students with any concern that the student or their parents may have. For example, the counselors are available to help with planning a course of study for high school or following high school, college or vocational school plans, interpretation of tests you may have taken in school, scholarship and other financial aid help following high school, school problems and personal problems.

The counselors also occasionally receive calls about part-time, summer, and full-time jobs. Available jobs are listed on the bulletin board in the Counseling Office.

## **GRADUATION REQUIREMENTS**

The successful completion of twenty-six and one-half (26.5) units of credit is required for graduation from Abilene High School. Within these units are the following requirements:

### **4 - Language Arts**

1 credit English 9  
1 credit English 10  
1 credit English 11  
1 credit English 12, or  
English Comp

### **3 - Social Science**

1 credit World History  
1 credit of American History  
1 credit American Government

### **3 - Mathematics**

3 credits of Mathematics  
Student must be enrolled

### **1.5 - Wellness**

1 credit Freshman Physical Education/Health  
.5 credit of Physical Education

### **3 - Science**

2 credits in Biology, Chemistry OR Physics  
1 credit Science elective (2 must be lab credits)

### **1 – Technology**

1 credit in Technology

### **1 – Fine Arts**

1 credit in a fine arts class

in math in grades 9-11.

### **9.5 – Electives**

### **1 – Personal Finance**

½ credit in Career and Lifetime Finance

Seminar is figured into your GPA, but earns no credit.

## **GRADUATION POLICY**

A list of “Candidates for Graduation” will be generated by May 1 of each year. To be eligible for inclusion on this list, a senior must be enrolled in the necessary courses or credits to meet the Board of Education graduation requirements. Seniors enrolled in a correspondence course required for graduation must complete the course by the May 1 deadline (and the grade must be received by May 15).

Parents or guardians will be notified on the May 1 date regarding their student’s standing in all required courses and/or credits. If the student is not in good standing in a required area, the parents/guardians will be told that the student is (a) not likely to graduate on schedule, (b) not a likely participant in the Commencement Exercises, and (c) the deficiencies or problem areas will be identified. If the deficiencies are successfully completed along with all Board requirements, the student may participate in the Commencement Exercise.

Seniors listed as Candidates for Graduation as of May 1 will be permitted to participate in commencement exercises only if he/she has successfully completed all courses and/or credits required by the Board of Education for graduation. A final review date will be established by the high school principal which will be as early as possible prior to graduation (hopefully one week prior to graduation). Any student with deficiencies will be notified of the deficiencies at that time, enabling the student several days to correct the deficiencies prior to graduation.

## **EARLY GRADUATION**

The option of early graduation is open to any senior who has completed all of their graduation requirements by the end of the first semester of their fourth year. This option is initiated by the senior through the Counseling Office. It requires the completion of a form (in duplicate) which must be signed by the student, counselor, and parent and presented to the high school office by November 30.

## **REPORT CARDS**

Grade reports to parents will be provided through a computer printed Grade Report. This report will include classes with grades, credits earned, and grade point average (earned by the semester). This report will be given to students approximately one week to ten days following the end of each nine-week grading period.

## **THE GRADING SYSTEM**

Most classes will use a grading system based on a 90/80/70/60 percentage. Several classes operating on a mastery-learning concept may eliminate the D grade. Please read and keep the course syllabus so that you will know how you are being grade

### **SEMESTER FINALS**

All students will take finals for each class. Teachers have the option to administer a semester cumulative exam, unit test, or other projection completion or other type activity during finals. No exemptions will be issued for final exams.

### **HONOR ROLLS**

Three regular honor rolls will be recognized:

Principal's Honor Roll - requires a GPA of 4.0 for students taking either six or seven classes with no incompletes.

Scholastic Honor Roll - requires a GPA of 3.5 (or better) with no D's, F's, or incompletes.

Honor Roll - requires a GPA of 3.0 to 3.49 with no D's, F's, or incompletes.

Grades for all subjects count toward honor roll recognition. Semester subjects are considered as unit weight classes. Courses taken for two units of credit are to be counted twice.

A=4 points      B=3 points      C=2 points      D=1 point

### **VALEDICTORIAN AND SALUTATORIAN**

Valedictorian and Salutatorian candidates must have an overall GPA of 3.75 and have completed the following:

- (a) 4 units of English Language Arts  
(Eng 9,10,11,12 or Eng 12 Comp I & II)
- (b) 4 units of Mathematics
- (c) 3 units of Social Science
- (d) 3 units of Laboratory Science including Chemistry, Physics, and Adv Biology
- (e) 2 units of one Foreign Language
- (f) 1 unit of Tech Lab and Computer Applications or beyond
- (g) Maintained a 3.80 GPA in pathway course and completed an approved program of study.

### **STUDENTS HONORED WITH DISTINCTION**

**Summa Cum Laude:** Complete all graduation requirements with a final grade point average of 3.8 or above and have completed an approved program of study within a pathway.

**Magna Cum Laude:** Complete all graduation requirements with a final grade point average of 3.6 or above and have completed an approved program of study within a pathway.

**Cum Laude:** Complete all graduation requirements with a final grade point average of 3.4 or above and have completed an approved program of study within a pathway.

**\*Approved program of study or four-year plan must be approved by the pathway committee. It must include 10 semesters of course work within a pathway, of which six semesters must be identified as upper level courses.**

### **ACADEMIC LETTER AWARDS**

In an effort to promote and recognize high academic achievement, Abilene High School has adopted the following policy of awarding academic letters, effective with the 1984-85 school year. It is our hope that this policy will recognize the high achiever as well as provide a realistic goal for which all students can strive.

Students receiving recognition must earn a GPA of 3.6 or better overall on a yearly basis.

A chenille "A" and a pin will be presented to each student for his/her first year of recognition. A student shall be awarded only one chenille letter while in high school.

Students will receive the traditional bar for each succeeding year of recognition.

Award winners' names will be announced by publication in the local press.

Senior award winners may report to the high school office during the summer and pick up their awards.

Junior, Sophomore and Freshmen award winners will receive their awards at an assembly early the following fall.

This award is to encourage further high academic achievement.

### **Activity Award**

A student shall be awarded only one letter while in high school. This award is made upon the recommendation of his/her respective coach or sponsor and the athletic director and with the approval of the high school principal. Metal emblems and bars will be presented to represent the different sports and the number of years that the letter has been earned. Requirements for lettering vary with each sport/activity and are available from the athletic director or the respective head coach or sponsor.

### **NATIONAL HONOR SOCIETY**

The purpose of the Abilene High School National Honor Society shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of Abilene High School. The

following criteria will be used for selection:

Candidates must be a junior or senior with a 3.50 GPA, and be completing at least the following program of study:

4 units of English

3 units of Math

3 units of Social Studies

2 units of Lab Science beyond Biology (Chemistry, Physics, PT, Biology II, or Advanced Biology)

2 units of one Foreign Language

1 unit of Tech Lab and Computer Applications or beyond

Maintain a 3.50 GPA in pathway courses and be completing an approved program of study in a pathway

The candidate must have commendable attendance and behavior throughout their high school attendance.

To be eligible for membership in the Abilene chapter of the National Honor Society the candidate must be a member of the junior or senior class and have attended Abilene High School the equivalent of one semester. Juniors not accepted may reapply their senior year.

Candidates must complete and file an application form by the end of the first month of their 5th or 7th semester. Candidates must be able to demonstrate contributions to the school and the community throughout the duration of their high school attendance, including the senior year. In addition three or more supportive recommendations must accompany the application form. One recommendation must be from the community and the other two from school. The recommendations should speak to and give examples of the following criteria:

Leadership - The student who exercises leadership:

- ~ Is resourceful in proposing new problems, applying principles, and making suggestions.
- ~ Demonstrates leadership in promoting school activities.
- ~ Exercises influence on peers in upholding school ideals.
- ~ Contributes ideas that improve the civic life of the school.
- ~ Is able to delegate responsibilities.
- ~ Exemplifies positive attitudes.
- ~ Inspires positive behavior in others.
- ~ Demonstrates academic initiative.
- ~ Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without

prodding.

~ Demonstrates leadership in the classroom, at work, and in school activities.

~ Is thoroughly dependable in any responsibility accepted.

~ *Has no free blocks in their schedule*

Service - The student who serves:

~ Is willing to uphold scholarship and maintain a loyal attitude.

~ Participates in some outside activity: Girl Scouts, Boy Scouts, church groups, volunteer services for the aged, poor, or disadvantaged; family duties.

~ Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.

~ Works well with others and is willing to take on difficult or inconspicuous responsibilities.

~ Cheerfully and enthusiastically renders any requested service to the school.

~ Is willing to represent the class or school in inter-class and inter-scholastic competition.

~ Does committee and staff work without complaint?

~ Shows courtesy by assisting visitors, teachers, and students.

Character - The student of character:

~ Takes criticism willingly and accepts recommendations graciously.

~ Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability).

~ Upholds principles of morality and ethics.

~ Cooperates by complying with school regulations concerning property, programs, office, halls, etc.

~ Demonstrates the highest standards of honesty and reliability.

~ Shows courtesy, concern, and respect for others.

~ Observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom.

~ Has powers of concentration and sustained attention as shown by perseverance and application to studies.

~ Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by mistakes of others.

~ Actively helps to rid the school of bad influences or environment.

A five-member Faculty Honors Council (FHC) will be appointed by the building principal (the principal shall not serve on the Council). The FHC shall: (a) assist juniors and seniors to make application to the National Honors Society, b) provide

recognition activities for the membership, and c) assure that all candidates meet the aforementioned criteria. The FHC will notify all applicants in writing regarding their induction into the National Honor Society.

## **STUDENT RECORDS**

USD #435, Abilene, Kansas, considers student records confidential and will protect the rights and privacy of parents and students in the control, use, inspection, and review of such records as set out herein. In compliance with Public Law 93-380, the following information is being provided:

### **1. TYPES OF EDUCATION RECORDS MAINTAINED:**

- Personal data and family background
- Medical and health information
- Date of school entry
- School grades
- Transcripts from previous schools attended
- School-wide test result
- School activities
- Honor roll published
- Awards and honors published
- Yearbook and school newspaper information
- Athletic achievements
- Student directory

All individually administered test scores outside of USD # 435, including College Board scores, individual intelligent, etc.

- 2. RESPONSIBILITY FOR MAINTENANCE:** The school officials will be responsible for the maintenance of all types of records or releases listed below. At the close of each school year, records will be reviewed to insure that the information is appropriate, current, essential, accurate, and relevant. All outdated information will be destroyed.
- 3. PARENT OR ELIGIBLE STUDENT ACCESS TO RECORDS:** You are entitled to have access to the educational record of your child for your inspection and review. You must make a written request.
- 4. RIGHT TO A HEARING:** Parents are entitled to a hearing to challenge the content of their child's educational records on the ground that the record is inaccurate, misleading, or contains inappropriate data. If any of the above are found, you will be provided an opportunity for correction or deletion of data.
- 5. RIGHT TO COPY:** Parents and eligible students may have copies of the



educational record and must pay any charges for the copies requested.

6. **RIGHT OF INTERPRETATION:** Parents or students have the right to an interpretation of the content of the education records.
7. **MATRICULATION INFORMATION:** The following is included in the matriculation information: student's name, date entered, sex, home address, home phone, date and place of birth, school last attended, father's name, father's occupation, where father is employed, mother's name, where mother works, preferred vocation, emergency procedure.
8. **DIRECTORY INFORMATION:** The following information is considered directory information:
  - a. The student's name, address, telephone number, and dates of birth.
  - b. The student's participation in officially recognized activities and sports.
9. **TRANSFER OF RIGHTS:** When the student becomes 18 years of age or is attending a post-secondary institution all rights formerly accorded the parent's become the sole rights of the student unless they are a dependent student according to the Internal Revenue Code of 1954.
10. **ACCESS TO RECORDS:** The following persons, institutions, agencies, or organizations who have legitimate interest in students may have access to the education records:
  - a. Other school district staff
  - b. Officials of other schools
  - c. Federal and state agency officials
  - d. Institutions and agencies
  - e. State and local officials
  - f. Accrediting organizations
  - g. Appropriate officials
  - h. Parents
  - i. Courts

Before any educational records will be released to any other parties, the parent or student, if 18 or over, must give their written consent. A file will be kept of all requests for educational records.

### **ALL-SCHOOL ASSEMBLY**

All-school assemblies are scheduled whenever the need arises. They are usually announced sufficiently in advance so that classes and activities can be planned accordingly. Assemblies are considered a learning experience and an integral part of the school day. Your attendance is required here just as it is required in all of your classes.

## **DAILY ANNOUNCEMENTS**

A daily announcement will be prepared each morning on Power School. Any announcement that needs to be included in the daily bulletin should be presented to the office staff by 8:15 a.m.

## **FIELD TRIPS**

Various organizations have the opportunity to attend out-of-town functions or participate in field trips. The school will be responsible for furnishing sponsors for all vehicles and will exercise all reasonable precautions. It is mandatory that each student realize that his or her behavior and responsibilities on these trips shall be guided by the same high standards which prevail in the classroom.

School buses will normally be provided to transport students to and from these school-sponsored activities. Students will ride the transportation provided unless excused in advance by parents (in person) or excused in advance by the head coach, athletic director, or principal. Failure to ride the transportation provided, unless excused, may jeopardize a student's eligibility for any subsequent trips.

## **FIRE AND TORNADO DRILLS**

In compliance with State Fire Marshall regulations, Abilene High School will conduct Fire Drills and Tornado Drills at various times during the year. Students will be expected to move quickly and orderly out of the building for Fire Drills and to the designated shelter areas for Tornado Drills. The respective exit doors and shelter areas will be thoroughly explained at the beginning of school.

### **FIRE DRILLS:**

Use the following exits for fire drills and civil defense procedures. Teachers should close the classroom doors as they leave and take attendance once outside. Teachers should emphasize the urgency of a speedy and orderly evacuation and discuss with students the course to follow if regularly used exits are blocked. Elevators are not to be used. **PLEASE MOVE YOUR GROUPS AWAY FROM THE BUILDING.**

Teachers with students in wheelchairs in class should follow the procedure listed below:

Identify disabled student as well as their physical or mental limitations

Identify route of handicapped access on emergency exit map located in each room.

Identify students and or other staff members to assist the exit of student in case of an emergency.

All teachers need to be aware of any special needs students in preparation for an emergency.

**NORTHEAST DOOR FROM COUNSELING OFFICE LOBBY**

Rooms 105, 107, 108, 110, 112,114, Counselors' Offices

**NORTHEAST DOOR FROM STAIRWELL**

Rooms 200, 201, 202, 203,

**SOUTHEAST DOOR FACING EAST**

Rooms 113, 115, 116, 117, 118, Little Theater

**SOUTH EXIT DOOR FACING SOUTH**

Wrestling Room and storage areas

**SOUTHEAST DOOR FACING EAST**

Rooms 205, 206, 207, 209

**NORTH CENTRAL ENTRANCE OFF STAIRWELL – Cafeteria Patio**

Rooms 101, 103, 104, Cafeteria (west half)

**CAFETERIA NORTH DOOR**

Cafeteria (east half)

**NORTH CENTRAL ENTRANCE OFF STAIRWELL – Cafeteria Patio**

Rooms 3, 4, 5, 6

**TENNIS COURT DOORS**

Rooms 7, 8, 9, 10, 12 Band room, weight room

**TECHNOLOGY & SCIENCE BUILDING**

Automotive, Agricultural Ed, and Cabinet/Furniture/Woods are to leave from respective exterior exits.

**CHOIR ROOM**

Exit via west room exit

**PE CLASSES**

Proceed to nearest exit based on teacher instructions

**AUDITORIUM**

Seating in NW part of auditorium – exit door on north west side

Seating in NE part of auditorium – exit north main door, turn left and exit the building through north exit doors

Seating in SW part of auditorium – exit through south west auditorium hallway exit, and across the hall through west hallway exit by choir room

Seating is SE part of auditorium – exit through south main doors, turn right and exit building via south office doors

**EMERGENCY PLANNING PROCEDURES**

In the event of some disaster such as a tornado, the prime responsibility of the school becomes that of safety and protection of all students. These guidelines have been prepared to aid in coordinating such emergency preparedness.

It is expected that all students will remain at school unless the decision is made to run busses. Students will not be dismissed unless parents should arrive and demand their release.

1. **Warning Devices** -- The public address system will be used if it is in working order. If not, the public address alarm will be used. A messenger can be utilized in the event neither of the first two alternatives is available. Students should assume a protective position (crouch on elbows and knees with hands over back of head), facing interior walls

2. **Tornado Drill Assignments** --

Lower Floor & Rooms 108, 105, 104, 103, & 101: girls go to girls locker room; boys to north/south hallway on the lower floor.

Rooms 119, 120: go down to the lower floor's east/west hallway.

Rooms 117, 116, 115, 114, 113, 112, 110, Little Theatre & Media Center: go to the north/south hallway on the main floor.

Second Floor: go to the main floor's east/west hallway - go down north staircase only

Vocational Building - go to the hallway in that building

For nuclear disaster or civil disorder, the following areas can be used: girls' shower rooms, boys' shower rooms, tunnel to the furnace room, storage area at west end of north hall, main floor, and storage room under stairwell in the southwest corner of the lower floor.

If the building needs to be evacuated, students will be sent to the First Presbyterian Church just north of the school.

3. **Intruder Drills** --

Abilene High School will conduct a minimum of two intruder drills per year, in conjunction with the Abilene Police Department. Students are expected to immediately comply with all teacher directions in drills or actual events. Students may use cell phones as directed by teachers.

### **SALES AND/OR SERVICE CAMPAIGNS**

Any campaign promoting the sales of merchandise, tickets, service, etc., in the community **must be approved by the Board of Education by September 1st.** Forms requesting this approval are available in the office.

### **SCHEDULE CHANGES**

Changes in a student's schedule will be made in the counseling office. **No changes will be made after the first two weeks of each semester without the**

**principal's approval.** Course changes made beyond the deadline may result in an F earned on the student's transcript except in extreme situations to be determined by the principal.

## **BUS ROUTES**

USD 435 maintains several large buses plus a number of other vehicles to transport elementary and high school students. These vehicles accommodate students for daily school routes and for athletic/activity purposes as well. Bus route information may be secured from the high school office. Any student planning to ride the school bus will fill out a card and leave it in the office.

## **MEDIA CENTER**

### **Library Media Center Mission:**

The media center is maintained for the purpose of supporting the efforts of instruction and learning within Abilene High School. It is the goal of the media center to provide a comfortable learning environment that encourages students to utilize the resources available, in addition to a selection of books for reading enjoyment.

### **Library Hours:**

7:30-4:00 P.M. during regular school days

### **Borrowing Privileges:**

With the exception of reference materials, books are loaned for a 14-day period. Patrons may renew books up to 3 times following the expiration of each loan period. Reference books are loaned to patrons for overnight use only. Teachers may request to reserve topic and subject area books for class projects. These books will remain in the media center for the duration of the assignment period.

### **Fines, Damages, and Lost Books:**

A fine of 10 cents per day for items will be assessed for each overdue library item. The fine will accrue until the item has been returned to the library. The fine amount will reach a maximum amount that is equivalent to the cost of replacement for the item. Damaged materials that cannot be repaired will require replacement cost payment. Fines need to be paid as soon as possible. In the event that fines cannot be paid, they will be added to a student's bill and collected before their diploma can be given.

**Library Passes and Usage Policy** No passes are required for students using the library with a classroom teacher, or for those students using the library before or after school. Individual students who wish to use the library during lunch or during seminar must secure a pass from the classroom teacher. The media center is maintained for the benefit of the students and the faculty of Abilene High School. Quiet, courtesy, and observance of the rules of the library by each individual will ensure good library service for all. Use of the library facilities is a privilege, which will be withdrawn from any student who creates a disturbance or disobeys the rules

**Student iPad Policy (contract provided for signature by parent and student)**

By being in possession of a school issued iPad students and parents agree to the following:

\*Students will treat the iPad with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby

\*Students will not lend the iPad to anyone, not even my friends or siblings; it will

stay in my possession at all times

- \*Students will not remove programs or files from the iPad
- \*Students will not give personal information when using the iPad
- \*Students will bring the iPad, charged and ready to school everyday
- \*Students agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication
- \*Students will keep all accounts and passwords assigned to me secure, and will not share these with any other students
- \*Students will not attempt to repair the iPad
- \*Students will return the iPad when requested and upon my withdrawal from Abilene schools
- \*Students will keep the iPad in its protective case at all times and I will not deface, write on or otherwise mark the protective case or iPad
- \*Students will not take photos or video of other students or staff without their permission. The possession, forwarding, or uploading of unauthorized photos or video to any website, network storage area or person is strictly forbidden
- \*Students are required to passcode protect their iPad with a school issued passcode.
- \*If illegal software/apps are discovered, the iPad will be restored from backup or reset to factory defaults. The school does not accept responsibility for the loss of any software or documents deleted due to a reset.
- \*Network administrators may review student's files and communications to ensure you are using the iPad appropriately. Students should not expect that files stored on the iPad will always be private. This is a school owned and issued device.

**Consequences for violations** of above may result in, but are not limited to, the following:

MINOR Violation Consequences: Office Referral, Warning, Detention

MAJOR Violation Consequences: Denial of Computer/iPad privileges, In School Detention, In School Suspension, Out of School Suspension, Expulsion, or Referral to law enforcement

## **INTERNET POLICY**

### **USD 435 Internet Acceptable Use Policy**

USD 435 is committed to providing learning opportunities for the students. We believe that the use of technology and the internet will increase opportunities for learning in this district.

USD 435 recognizes that it is impossible to restrict all access to controversial materials. We do comply with CIPA (Children's Internet Protection Act) by filtering all internet content. USD 435 may use, but are not limited to using your child's first name, displaying your child's work, showing your child's anonymous photo and may allow your child to use e-mail.

**Acceptable Use**

1. All use of the Internet must be in support of education, research, and consistent with the purposes and outcomes set forth by the Abilene Unified School District 435.

**Unacceptable Use**

1. Any use of the network to facilitate illegal activity is prohibited at all USD 435 schools.
2. Vandalism is defined as any malicious attempt to harm, modify, and destroy data of another user, or other networks that are or are not connected to the internet backbone. This includes, but is not limited to, the uploading or creating of computer viruses. Computer viruses are programs designed to spread themselves and can destroy valuable programs and data. To reduce the risk of spreading a computer virus, files may not be imported without teacher or administrator approval. Deliberate attempts to degrade or disrupt system performance or vandalize any computer system is considered a criminal act under state and federal law and is prohibited at all USD 435 schools.
3. Transmission of any material in violation of any United States or state regulation is prohibited at USD 435 schools. This includes, but not limited to, copyrighted material, threatening, pornographic or obscene material, or material protected by trade secret.
4. Users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the network.
5. Hate mail, harassment discriminatory remarks, and other antisocial behaviors are prohibited at USD 435 schools.
6. Use of the network to transmit material likely to be offensive or objectionable to recipients is prohibited at USD 435 schools.
7. Any subscription to Listservs or Newsgroups must be preapproved by the building internet coordinator/media specialist.
8. Any user identified as a security risk for the school district may be denied access to the internet by USD 435.

**Penalties for Improper Use**

ANY USER ENGAGED IN UNACCEPTABLE USE OF THE INTERNET AND NOT USING PROPER NETIQUETTE WILL NOT BE ALLOWED ACCESS TO THE



INTERNET. THEY ARE NOT ONLY SUBJECT TO LOSS OF NETWORK PRIVILEGES BUT MAY BE SUBJECT TO OTHER DISTRICT DISCIPLINARY ACTIONS.

### **Computer Usage and Ethics**

Students have access to technology and Internet. Consequently, all AHS students are required to sign an agreement, stating limits for acceptable computer use and consequences for those who violate basic rules. Students who vandalize the system (gain access to another student or teacher's files, who tamper with computer network operating systems, or are on inappropriate sites or e-mails) are both liable for disciplinary action and shall incur the costs of district computer consultants engaged to repair damages.

### **Requests for Information**

If you have questions, concerns, or wish to not have your child participate in the Internet activities please call your child's school.

- 1) Parents may call 263-2630 to request information regarding the professional qualifications of the student's classroom teachers.
- 2) Parents may call 263-2630 to request access to the students state assessment score.
- 3) Parents will be notified if their child is instructed for more than four continuous weeks by a teacher that does not meet the definition of "highly qualified".
- 4) The district report card can be viewed on the district website or a copy can be picked up at the Central Office, 213 North Broadway, Abilene KS 67410

### **LOST AND FOUND**

Any article found in the corridors, halls, or at school activities should be promptly turned in to the office. A Lost and Found File will be maintained for a period of time, and articles may be claimed upon identification.

### **STUDENT FEES**

Enrollment Fees for all Abilene High School students will be \$75 per year. This does not include the \$40 fee for iPad home use. In addition, some lab courses will require an additional fee. This will be collected during enrollment. Students will be issued a receipt. We accept check, cash, debit/credit cards. Parents unable to make full payment at this time should make arrangements, so that these items can be issued at the beginning of school. This is a very nominal charge for the use of textbooks, equipment, and machinery and should result in a substantial savings for parents compared to purchasing items.

Each student is urged to protect his/her books from damage during the school year. Loss of a book or unusually hard wear will be charged to the student. Students moving away during the year will have a proportionate amount of their initial fee refunded to them.

### **CONFERENCE WITH PARENTS**

Parents are urged to see faculty members about any matters concerning their children. Teachers may be seen in their rooms most conveniently by appointment from 3:05-3:30 p.m. The principals' office is open from 7:30 a.m. to 4:00 p.m. on most days and parents may telephone the office secretary for appointments at 263-1260.

### **IMMUNIZATION AND SCREENING REQUIREMENTS**

The Kansas Legislature requires students to be immunized against measles, mumps, rubella, polio, diphtheria, pertussis, tetanus, varicella, hepatitis B, and meningitis. Parents are to be informed by May 15th of the previous school year of the immunizations that need to be updated, so they may be obtained over the summer break. The immunizations are then due at the time of enrollment in August. Students will not attend until requirements are met. New students to the district will be given 30 days to have immunizations up to date. They will be excluded from school, unless there is a documented medical exemption from a physician.

Vision screening is done in grades 9 and 11. All students with known concerns, new students, and those students referred by teachers or parents will also be screened. A referral letter will be mailed to parents, if a problem is found. This form should be returned to the school after a doctor has examined the students. Hearing screening is done annually in 10<sup>th</sup> grade by the Central Kansas Cooperative in Education. A letter will be sent to parents, if there is a problem. Parents are urged to follow up with a medical exam.

If your child has any special health problems please inform your child's teacher or the school nurse. It is important for the school to be kept informed of current work and home phone numbers as well as a neighbor or relative that can be called in case of illness or injury. Children with a suspected contagious condition including skin, scalp, or eye infections will be excluded from school. If you have questions about your child's health, please call the school or the Education Center.

### **Grades 9-12:**

If your child is in grade 9-12 and you feel they need to take medication (prescription or over the counter) during the school day, but you do not feel it is necessary for school staff to administer, your child needs to:

1. Carry his/her own medication only, not to be shared with others.

2. Bring only enough medication needed to take at school for one day.
3. Bring medication in the original container (a second container may be requested from the pharmacist).
4. Keep a signed note accessible at school from parent/guardian stating the date and parental permission for child to take the medication at school.
5. USD #435 assumes no responsibility for the student who self-administers his/her own medication.
6. Narcotics and other medications considered controlled many not be self-carried. These medications must be kept in the office in a locked cabinet under the supervision of the school nurse or designated individual.

The building administrators may choose to discontinue the administration of medication provided that the physician and/or parents are notified in advance of the date and reason for discontinuing. Violations of the above policy may result in disciplinary action as decided upon by the building administrator.

### **ATTENDANCE POLICY**

Forming the proper habits of attendance is one of the greatest services that our school can offer tomorrow's working world. Students are expected to be in school or to have made arrangements with their parents and the school that will be compatible with school policies. Allowing students to establish poor attendance habits would be a disservice to the student, parents, and society.

Failure to report to any class within 20 minutes is considered an absence. Please call 263-1260 to report your child absent from school. Students are expected to make arrangements with their teachers BEFORE an anticipated absence. After any absence, the student must report to the office to have their date book stamped.

### **Course Attendance Regulations**

According to Kansas Law regarding school attendance, students under the age of 18 are expected to attend school on a regular basis. The following types of absences will be considered excused: illness, doctor's visits, court visits, and family emergencies. To be considered excused, the school needs to be notified of the absence within 24 hours. School administration maintains sole discretion in determining if absences are excused or unexcused. On a student's 7th absence and beyond, a doctor's note must be submitted for an absence to be excused, unless otherwise allowed by the principal.

All medical absences must be accompanied by a note from the provider in order to excuse the absence.

Students will be considered truant from school under the following conditions:

3 unexcused days from school in a row

5 unexcused days from school in a semester

7 unexcused days from school in a school year

School administration will make contact with parents to encourage appropriate attendance prior to truancy referrals being made. All referrals will be made to the Dickinson County Prosecutors Office.

### **PERMISSION TO LEAVE SCHOOL**

Students are to secure permission from one of their parents or guardians whenever it is necessary that they leave the building for any reason during the regular school day. An office secretary or an administrator must talk to the parent before the student signs out. Unless you are leaving for school business, leaving school during the day will be counted as an absence.

### **TARDY POLICY**

A tardy to first block class will be any unexcused late arrival that keeps the student from being in the classroom prior to 8:20. Any unexcused arrival after 8:20 will be considered an unexcused absence and dealt with in separate fashion.

Tardy to any class other than first block will be issued if a student is not within the classroom at the time that class starts. (Students may provide a note from staff excusing their tardiness or make prior arrangements with staff on why they would be tardy i.e. arrived at room prior to bell, asked to go to restroom/printer/etc. and did not arrive back prior to class to start bell ringing)

Tardies will be counted on a quarterly basis.

Each quarter a student gets 4 tardies to first block. (This is 1 orange and 1 brown combined). The office will monitor these tardies. Exceeding four tardies per quarter to first block classes will result in one hour of detention being assigned on a weekly basis for tardies exceeding 4.

For all other blocks, students will receive 2 tardies per quarter. These will be tracked by each individual teacher and entered into PowerSchool. For each tardy after two, the classroom teacher is to assign a 15 minute detention before or after school that the student serves with that teacher. If the student does not show for assigned detention, the teacher can refer the student to the office for a one hour detention to be assigned. (note: when setting detention times with students, teachers should be cognizant of student transportation needs after school. Also,

staff may work together on providing a detention site in the event of staff having to be absent.)

In recognition of students who have no tardies within a quarter, there will be two days scheduled where seminar period will be moved to the end of the day. Students with no tardies for the quarter will be given the choice of early release for the day or attending seminar on designated days.

### **NONATTENDANCE AND ELIGIBILITY**

Students absent from school for reasons other than school sponsored or school approved activities should not expect to attend or participate in any school activities which occur that day. This includes late afternoon and evening events. Check with the principal FIRST. A student who is absent more than two (2) blocks will not be allowed to participate in activities that night.

### **ACADEMIC ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN STUDENT ACTIVITIES**

Students choosing to represent Abilene High School by participating in any of the co-curricular or extra-curricular activities must meet the minimum standard of academic preparation. Student eligibility will be determined on both a semester and biweekly basis. Students must pass five subjects of unit weight the previous semester to be eligible. Variances from this must be approved by the KSHSAA.

Students must also be currently passing six subjects of unit weight and seminar. This will be monitored on a biweekly basis. Those students remaining on the ineligibility list will be ineligible to participate in any KSHSAA sanctioned contest or extra/inter-curricular activity not directly tied to a student's grade. The student will remain ineligible, until the instructor reports to the office that the deficiencies have been removed. The student may appeal to the principal; however, no decisions will be made before the principal and instructor meet. All cases are contingent upon circumstances. During this time, students may practice. It is the responsibility of the coach/sponsor to check the ineligible list and restrict ineligible students. The attendance office will notify all teachers of ineligible students at the beginning of every eligibility period.

If a student is enrolled in a class that participates in a KSHSAA event and he/she is ineligible to compete, they will be offered an alternate option to make up the points missed.

## STUDENT CONDUCT CODE

### Philosophy

AHS philosophy on student conduct is simple. Each student is responsible for his or her own behavior. Teachers are here to instruct and aid students in their academic and social development. Students who choose to not follow rules will be held accountable for those decisions. AHS expectations of students to sustain high standards of self-discipline and work ethic will be maintained.

The AHS disciplinary policy is designed to offer a clear and consistent set of behavioral guidelines and consequences for our students and parents. It is our goal to guide our students through growth experiences in a positive manner, mindful that it is essential to provide increasing opportunities for students to accept responsibility for their own actions and well-being.

We facilitate this process by:

- Early and constant communications with parents. However, parents with concerns are encouraged to contact teachers. If you are unable to contact a teacher or principal, please leave a message. If you do not receive a call back within 24 hours, please contact the principal.
- Working with faculty to define age-appropriate consequences for misbehavior.
- Stating emphatically that violations of Board Policy prohibiting possession or use of illegal drugs, possession of weapons, or acts of wanton violence will not be tolerated and will most likely result in immediate recommendation to the Superintendent of Schools for consideration of expulsion.
- Acknowledging that “fairness and consistency” often need to be balanced by the measured judgment of the Administration as to appropriate consequences of violations of minor rules. Administrative judgment will always have a place in the application of rules and consequences at AHS.

In support of clarity and consistency, the following are school-wide discipline policies:

- Respect others (disrespect and harassment will not be tolerated).
- Students are not allowed to use, possess or be under the influence of drugs or alcohol or to use or possess tobacco in the school building, on the school grounds, or at a school sponsored activity.
- A student shall not verbally, in writing or physically threaten, abuse, assault or engage in a fight with any student, school employee, or any other person. Group assaults (several students versus one student) will be viewed in the harshest of terms.
- Cameras may be used at school, on school property or at school activities or functions only if they are not disruptive, as determined by school staff. Cameras

shall not be used in the classroom unless the photographs or videos taken are for an official or authorized school publication or broadcast. Cameras shall not be used in such a fashion as to inappropriately invade the privacy of others. No camera shall be used to record confidential material, such as classroom material, tests, or grade book entries. Students who choose to ignore this guidance could face legal or disciplinary consequences.

For the purpose of this section, "camera" shall be defined to include film cameras, movie cameras, digital cameras, video cameras, cellular telephone cameras (capable of recording either still images and/or video), videophones, web cameras, and any other device capable of taking, storing, transmitting, or viewing pictures or video. These including school or student owned devices.

- A student shall not damage, destroy nor deface any school property or property belonging to any other person.
- Inappropriate display of affection is not allowed at school or school sponsored activities. The holding of hands is all that will be allowed.
- A student may not by comment, gesture or by physical contact, sexually harass another student.
- A student shall not use profanity.
- A student shall not engage, or attempt to engage in any conduct that is likely to disrupt, or that does disrupt, any school function or activity.
- Students may not use recording devices at AHS without the expressed permission of the instructor or administrator and the knowledge of all those being recorded.

The Board of Education prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event. Bullying will be defined as: The repeated act of negative physical/social/emotional interaction by an individual or group where an imbalance of power exists. Students should notify a teacher, counselor, or school administrator of any bullying behaviors that occur on school grounds or at school sponsored events.

### **Weapons**

A student shall not knowingly possess handle or transmit any object that can be considered to be a weapon on school grounds or during a school activity, function or event. This policy shall include any weapon, any item used as a destructive device or any facsimile of a weapon. Possession of such shall result in suspension or expulsion. Possession of a firearm (or weapon that endangers students or staff) shall result in expulsion from school for a period of one year (186 schools day), except in special circumstances where the administration may modify the length of term for expulsion. Law enforcement

will be notified.

### **Pocket Knives**

Pocket knives are not allowed on school campus. Pocket knives will be confiscated by supervising adults and returned only to parents. The student will be sent to the office and consequences will be issued. Any pocket knife that is spring loaded (a type of switch blade) will be defined as a weapon (state statute). Also, any pocket knife that is brandished as a weapon (or used to threaten) will also be defined as a weapon.

### **Drugs**

A student shall not knowingly possess, sell, use, transmit or be under the influence of any illegal drug of any kind. Possession of drugs or paraphernalia, or being under the influence may result in long-term suspension or expulsion. Law enforcement will be notified

### **Alcohol**

A student shall not knowingly possess, sell, use, transmit or be under the influence of alcohol at the school or any school activity or function. Possession of alcohol or under the influence will result in a short-term suspension. A first time offender will be required to enroll in (and participate in) an approved alcohol rehabilitation program or seek counseling. A second offense will most likely result in a long-term suspension or expulsion. Law enforcement will be notified.

### **Smoking/Vaping/Tobacco use**

No student, staff member, school visitor or event spectator is permitted to smoke, dip or chew tobacco or use vapor or e-cigarettes at any time including non school hours, in any building, facility or vehicle owned, leased, rented or chartered by USD 435. This applies to all school grounds, athletic fields and parking lots as well as when students and staff are attending away events. Students caught with tobacco will be assigned 3 days of In School Suspension and if they are under 18, law enforcement will be notified.

Possession and/or use of tobacco products, including vapor, vapor oil or e-cigarettes is prohibited. Law enforcement will be notified for student under the age of 18 found to be in possession of or using these items.

### **Disciplinary Measures**

It is AHS's philosophy that students will control their own behavior. On the rare occasion when a student makes poor choices and teacher intervention does not help the student successfully modify their behavior, the student will be subject to but not limited to the following disciplinary measures:

- Principal Intervention



Any student referred to the office for inappropriate behavior can rest assured that regardless of any consequences assigned, parents will be notified. Minor behavior problems can result in short-term consequences – hallway pass suspension, computer access denied, work duty assigned, change in lunch setting, detention, etc.

- Teacher/Principal/Counselor Conference
- Parent Conference
- Work Duty

Through parent permission, a student may be assigned a variety of work duties.

- Detention

A student may receive one or more detentions for undesirable behavior. Detentions are to be served (before or after school or during lunch) the day they are assigned or the following two days. Parents will be notified by phone on the day of the detention or the student will facilitate transporting a note to and from parents. Food and drink are not allowed in detention. Failure to serve detentions on time will result in the student being assigned to Saturday School. Chronic violators will be subject to out of school suspension.

- In-School Suspension

In-school suspension will be used to isolate students who are disrupting or hindering the education of others. While on in-school suspension a student will work on his/her academics part of the day, and through parent permission, will be assigned work duty and tasks for part of the day.

- Short Term Out of School Suspension

K.S.A 72-8902 - Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension. Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Any person designated in policy as having the authority to suspend may conduct the short-term suspension hearings. At the informal suspension hearing, the student shall be:

- Notified of the right to be present.
- Informed of the charges.
- Informed of the basis for the accusation and,
- Allowed to make statements in his/her defense.

When a suspension is imposed during the school day, the student shall not

be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time. Students are allowed to make-up academic work.

- **Long-term Suspension or Expulsion**

K.S.A. 72-8902 Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a formal hearing shall be conducted by any certified employee or committee of certified employees authorized by the board to conduct the hearing. Formal hearings shall be conducted according to procedures outlined in current Kansas law; and

- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
  - The hearing may be conducted by either a certificated employee or committee of certificated employees.
  - Expulsion hearings for weapons violation shall be conducted in compliance with Kansas law by persons appointed by the board.
  - The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
  - Records of the hearing shall be available to students and parents or guardians according to Kansas law.
  - Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.
- **Student Rights During a Long-term Suspension/Expulsion Hearing:** The student shall have the right:
    - To counsel of his/her own choice;
    - To have a parent or guardian present;
    - To hear or read a full report of testimony of witnesses;
    - To confront and cross-examine witnesses who appear in person at the hearing;
    - To present his or her own witnesses;
    - To testify in his or her own behalf and to give reasons for his or her conduct;
    - To an orderly hearing; and
    - To a fair and impartial decision based on substantial evidence.
  - **Appeal to the Board** – The following conditions shall apply if a student or the student’s parent or guardian files a written appeal of a suspension or

expulsion:

- Written notice of the appeal shall be filed with the clerk within 10 calendar days after receiving notice of the decision.
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days after notice of appeal is filed.
- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using the same rules noted earlier for expulsion hearings.
- The board shall provide a certified court reporter to transcribe the hearing.
- The board shall render a final decision within five calendar days after the conclusion of the appeal hearing.

- Suspension from Student Activities

Whenever a student is under the penalty of suspension or expulsion from a U.S.D. # 435 attendance center, he/she may not participate in, or attend regular school activities. Regular school activities include athletic events, school plays, musical performances, school dances, graduation ceremonies and other club events. This includes any event home or away. Students may be suspended from future activities without being suspended from regular classes at the school. All suspensions terminate at 12:00 Midnight on the last scheduled day of the suspension.

- Behavioral Contracts

For that rare student who repeatedly chooses not to follow school rules or continually disrupts the classroom, the student will be placed on a behavioral contract with undesired behaviors specifically outlined .

The behavior contract will be written specific to the individual student. Consequences could include, but are not limited to, after-school detention, work duty, in-school suspension, out of school suspension, long term suspension and recommendation for expulsion.

The above contract is for students who repeatedly violate rules of minor consequence. Depending upon the degree of infractions (major violations) students may be placed further down the scale at the onset of their behavioral contract.

A committee will convene that includes the student, the student's parents, the counselor and the principal to initiate a student's probationary status. The superintendent will be notified when a student begins probationary status.

## **Classroom Discipline**

The need for specific classroom rules depends upon the activity and setting of the educational experience. Minor classroom rules may vary from teacher to teacher. It is the teacher's responsibility to ensure that specific classroom rules are explained and posted in each classroom. It is the student's responsibility to comply with classroom rules. The parent or guardian is responsible to assist the school in understanding the particular needs of each student and to alert the school when a student is facing difficult or worrisome circumstances. Our job at AHS is not just to provide consequences for ill-advised behavior but to counsel students in how to manage responsibility for their own actions.

Students are expected to:

Arrive in class on time prepared to engage in active learning with the appropriate homework assignments and materials (including textbooks, paper, pencil or pen, gym suit, and/or project materials) and remain in class until the end of the block.

Do their own work as appropriate. Cheating will not be tolerated.

Follow directions given by any staff member.

Demonstrate courtesy and respect toward themselves, other students, guests, staff members, and substitute teachers as well as respect for school property and equipment.

Practice healthy habits. Students may not possess or use tobacco products, use illegal substances (such as marijuana), or drink alcoholic beverages on school grounds or at school events, regardless of the location.

Dress appropriately in a manner which does not detract from the educational process. Students will refrain from wearing any clothing, buttons, pins, or jewelry with inappropriate or suggestive meanings.

Practice appropriate behavior with other students. Public display of affection will not be tolerated. This means "hands off".

## **Proper Address to Adults**

Staff members shall be referred to as Ms., Mr., Mrs., Coach or Doctor. Teachers are expected to reinforce this expectation as appropriate in class or in the hallways

## **Academic Dishonesty**

Any student who causes the teacher to believe that the student is receiving unauthorized assistance or giving unauthorized aid on a homework assignment, quiz, test and/or classroom project, will be treated in the following manner:

- The paper will be confiscated by the teacher.
- A "0" grade will be recorded.

- The teacher will notify the parent or guardian.
- The teacher may choose to notify administration, in which further administrative action may take place, depending upon the circumstances.

Plagiarism is a form of academic dishonesty.

### **Skateboarding, etc. policy**

To ensure student safety, skateboarding or rollerblading is not allowed in the parking lots or school sidewalk areas immediately before or after school. Students must walk their bikes, skateboards, and scooters when on school property and obey traffic laws to ensure better safety for all students. Bicycles, scooters, inline skates and skateboards brought to school are the sole responsibility of the student. Skateboards may be brought on the bus, but will be placed in the front of the bus with the supervision of the driver.

After school hours, people may skate in school parking lots and on playgrounds at their own risk. Areas at the entrances to each school are marked prohibiting skateboarding in order to help decrease possible destruction and damage to school property.

## **Miscellaneous**

### **Student Arrival Time and Departure**

The building will be open at 7:30 AM and will be locked at 3:45 PM. However, to avoid potential problems and to add to building security, students are not to report to the building earlier than 20 minutes before school and 15 minutes after school is dismissed. Students who will be under the direct supervision of a staff member may report earlier or stay later.

### **Lunch Program**

The School Board has provided a hot lunch program for all students. Complete information about the program is available from the high school office. We have an open lunch period at AHS for 2nd semester and only for Seniors.

*DEPOSITS TO THE STUDENTS' ACCOUNT* will be handled in the office. . Each student should visit with the Cafeteria Manager to see that no money is left in the student's account.

Three different lines are offered for lunch at the high school each day. These lines are the main advertised Type A Meal, a Combo Line, and a Salad/Specialty Bar. A la carte items can also be purchased at either meal with cash. Checks will not be accepted at the a la carte line. **GOVERNMENT POLICY:** One breakfast and one lunch per student per day is allowed by the federal regulations for school meals. That is why **EACH STUDENT WHO PURCHASES A SECOND MEAL MUST PAY IN CASH OR HAVE A NOTE ON FILE FROM THEIR PARENT TO HAVE THE 2ND MEAL CHARGED TO THEIR CARD. THE 2ND MEAL IS AT**

### **THE ADULT MEAL PRICE**

**Senior students who choose to eat off campus second semester should keep the following in mind:**

- **students need to return to class on time**
- **students are not to loiter in the parking lot**
- **please behave responsibly while in the community during the school day**

Students who choose not to follow the established lunchtime policies or misbehave during lunch period may be restricted to an alternate lunch setting.

### **Breakfast Program**

Breakfast will be provided at a minimal charge for students. Breakfast will be served from 7:30 AM to 7:55 AM in the high school commons. A second breakfast will served during the extended break between Blocks 1 and 2 every day. Students will be charged for this meal. Students who receive free meals will be allowed to charge either the 1<sup>st</sup> or 2<sup>nd</sup> breakfast, but not both.

### **OUTSIDE FOOD AND DRINK**

There will be no outside food or drink allowed in Abilene High School during school hours. Students arriving at school with such items will be asked to dispose of items before entering hallways or classrooms.

Acceptable outside items would include a water bottle that can be filled between classes. Protein type shakes that are consumed after physical education work outs that are intended for muscle rebound. (note: these type of drinks must be of legal content and not require the student to leave schools grounds to have access.) Students may pack their own lunch and consume during assigned lunch period.

Clarification: A student who arrives to school prior to the school day starting with outside food/drink will be allowed to consume those items up to the point of the school day starting. Students who leave the building and return during the school day or arrive late will not be allowed to bring outside food items into the building.

### **Miscellaneous/Electronics**

Student communication and/or entertainment devices (other than cell phones) will not be allowed in classes unless it directly relates to the lesson or activity at hand. These items will be confiscated and returned to students at the end of the school day by office personnel. A second/multiple violation will require the student's parents come to the office to claim their student's device.

Students are allowed to possess cell phones on school property and are allowed to use them before school and after, during passing periods and during lunch. Cell phones must be turned off during class and can only be used during class with teacher permission. The consequence for being caught with a cell out during restricted times will be:

Subsequent cell phone violations will result in increasing detentions being assigned, and parents must come to school to claim their student's device.

1<sup>st</sup> violation: Cell phone confiscated, warning given, phone returned at end of day

2<sup>nd</sup> violation: Cell phone confiscated, 1 detention assigned, phone returned at end of day

3<sup>rd</sup> violation: Cell phone confiscated, 2 detentions assigned, phone returned to parents.

### **Textbooks**

Students are responsible for the care of their textbooks. Students who misuse or damage their books will be charged for replacing the damaged book/s.

### **Students as Vendors**

No student is permitted to sell merchandise without the permission of the building principal.

### **Visitors**

Visitors are not permitted to attend high school classes as guests of our students. However, parents are always welcome to attend class with their child or to eat lunch with their child. All visitors are required to check in the office upon entering the building.

### **Student Driving**

Parking is provided in the immediate area of the school. You are responsible for properly parking your vehicle so as not to prevent other students from getting in or out of the parking lot. Any student, who chooses to park incorrectly, will be referred to the office. Rules for students driving are as follows:

- Students will park only in the areas designated for students.
- Students will not return to their vehicle without permission from the office or until school is dismissed (except second semester seniors during lunch).
- Students will not use their vehicle for personal business or school activities during the day without prior permission from the building principal and with written parent consent (dentist appointment, etc.)

- If a vehicle needs to be moved and the student is unavailable or refuses to move the vehicle, it will be towed at owner's expense.
- Inappropriate items (tobacco, alcohol, drugs, weapons and etc.) are not to be kept in the vehicle. Students will be held accountable for inappropriate items left in the vehicle. Cars are subject to access by school administration if reasonable suspicion exists.

### **Transfer Students**

Students entering high school from another accredited high school are admitted without loss of credit within the framework of accreditation recognized by the Kansas State Department of Education. Transcripts of transfer students must be sent by mail from the school formerly attended. Students are enrolled provisionally until the officially signed transcript is received and evaluated. In the event a student's parents change their residence from one high school to another; it will be necessary that proper procedures be followed in compliance with the Kansas State High School Activities Association. For the student leaving AHS, the form and the procedure must be followed and the proper signatures obtained on the last day of attendance.

Once the student has enrolled in their new school, an official of that school will write or call for the student's records to be forwarded. The transcript will contain courses taken, grades, credits earned, attendance and test data.

### **Transfer Credits**

Full faith and credit shall be given to units earned in other accredited schools by the counselor. If the counselor finds valid reasons not to award full credit, they may do so through the building principal.

### **Dances**

School dances, including prom, will be held in accordance with regular school behavior regarding clothing and conduct. The back-to-school dance is for Abilene High School students only. Out of district guests will not be accepted. For dances where guests are permitted, including homecoming and prom, out of district guests must be approved by school administration prior to the dance. Guests must have the proper document signed by the principal of the school where the guest attends. Students who have dropped out of high school or who have already earned a GED, will not be allowed to attend Abilene High school dances. Guests may be no older than 19 years old at the time of the dance. Abilene High School will not be responsible for money paid out for clothing, entertainment, or tickets that occurred prior to permission being granted for guests.



General rules for dances sponsored by Abilene High School.

- No outside food or drinks allowed.
- School dress code and student conduct policies applied.
- No inappropriate dancing as deemed by adult supervisors.
- If outside dates or permitted, they must be signed up in the office two days prior to the dance for administrative approval. Anyone younger than high school status, or older than 19 will not be admitted.
- Unless escorted, once a student leaves the building in which the dance is being held, they cannot return.
- Admission will be charged at all dances unless otherwise stated.

#### **Dance Specific Rules**

##### Back To School Dance

- This dance is for Abilene High School students only.
- All general rules apply.

##### Homecoming Dance

- Semi-formal attire is preferred.
- All general rules apply.

##### Cowboy Joe Dance

- All general rules apply.

##### Prom

- Intended for AHS Juniors and Seniors.  
No high school dropouts or anyone over the age of 19 at the time of prom will be allowed to attend as an outside guest.
- Outside guests must be accompanied by the eligible AHS student with whom they have registered. Outside guests must have picture ID to get into prom.
- Eligible AHS students may only register one outside guest.
- A guest pass must be completed by eligible AHS student and outside guest. This must be submitted to prom organizers for administrative review no later than five days prior to prom.
- All general rules apply.

## **Posters**

All posters and decorations must have their origin through some school-sponsored activity or organization. Posters will need approval from the sponsor or office prior to display. Posters are to be removed the day after the activity stated.

## **BELIEFS**

We believe every person has the right to achieve in a safe and orderly environment. We expect all Abilene High School staff, students, and visitors to encourage positive self-esteem by:

- Practicing courtesy and friendliness at all times.
- Being cooperative, attentive, and supportive in class, on campus, and in all school-related activities.
- Being supportive of one another in the pursuit of academics, activities, and personal goals.

We expect behavior that demonstrates our belief in each other's rights as human beings. We will not tolerate any abuse of others in language or in physical actions. This would include put-downs and ridicule; abusive or obscene language, comments, or gestures; name calling; ethnic remarks; sexual innuendoes; organizations or gang-related gestures; or any negative actions that affect the climate of the classroom, on campus, or at school-related activities.

## **INAPPROPRIATE LANGUAGE**

The following behaviors are prohibited on school grounds at any time, and may result in disciplinary consequences:

- Use of inappropriate language at any time (including cursing, sexual implications, etc.);
- use of inappropriate language in the written form (including printed material);
- use of illustration of any kind (drawn, printed, sketched, etc.) that contain usage of inappropriate language and/or behavior and/or sexual implications.

## **FAILURE TO COMPLY WITH A REASONABLE REQUEST**

Students are expected to comply with any and all reasonable requests from any member of the staff of Abilene High School. Staff members include:

- teachers
- administrators
- para-professionals
- secretarial and support staff
- custodial staff
- kitchen staff

## **CLASSROOM BEHAVIOR VIOLATIONS**

Teachers should make all efforts possible to correct inappropriate behavior on the part of a student who interferes with the teacher's right to teach and the students' right to learn. This effort should include but not be limited to individual or group conferences, parent contacts, consultations with counselor, loss of privileges or detentions. If the above actions have been taken and the behavior problems continue, a student referral should be written. The teacher must list on the referral all prior attempts to deal with the behavior problem.

## **UNAUTHORIZED MOVEMENT**

Students must sign in/out at the attendance desk, if they arrive or leave after the school day begins. They are to be in authorized areas only. Unauthorized areas include being on campus but not in classes as scheduled; being in the cafeteria, restrooms, parking lot, on the grounds, and in other non-classroom area without authorization; and not sitting in assigned seating in the auditorium.

## **INAPPROPRIATE ASSEMBLY BEHAVIOR**

Inappropriate assembly behavior shall include but not be limited to booing, hissing, throwing items, refusal to sit in assigned area, and loud talking while performance is being given. Behavior must be appropriate at all times. There is no food or drink allowed in the auditorium at any time.

## **STUDENT DRESS/APPEARANCE**

Abilene USD 435 feels that students should dress in a manner that projects a positive image for themselves and Abilene High School. Students' dress should be in good taste, clean and neat, meet safety standards of shop and lab classes, and be conducive to a positive learning environment.

The following are guidelines for proper dress and appearance for students of Abilene High School:

Conventional clothing is required: clothing that is distracting, revealing, immodest or offensive to others or tends toward a "costume" is forbidden. T-shirts or clothing advertising tobacco, alcoholic beverages, or other illegal substances will not be allowed.

Any type of sleeveless garments must have an appropriate (approximately 3 inches) width on the shoulder, unless a sleeved shirt is worn under or over the garment. This includes tank tops, dresses, and spaghetti strap shirts. No under garments should be visible. Shorts, skirts, skorts, or dresses must be of appropriate length to not be distracting or immodest. The mid-section or torso must be covered. Students not complying will be provided with alternative clothing and a referral.

Hats, caps, and other head coverings are not to be worn in the building (except for

safety or cleanliness when working in shop class), unless special permission has been received from the building principal. Shoes are required by Kansas State Law.

Students who participate in interscholastic activities and public performances will be expected to follow the personal appearance code approved by the directors or coaches of those activities and the school administration.

Students will make arrangements for a change of clothing when this policy is violated before they may attend classes. Failure to do so will result in a referral and the student will wear the provided clothing.

### **CARE OF PUBLIC PROPERTY**

The citizens of Abilene invest a great deal of money each year in the education of a new group of American citizens who will soon replace them in their various walks of life. A considerable share of that investment is represented in buildings, grounds, and equipment. Proper treatment of that investment gives the high school student a good place to go about his/her work and play. Each student is responsible for keeping the halls clean, not marking on walls, desks and lockers and making AHS a place to be proud of for many years to come.

Any pupil who shall intentionally or accidentally destroy or damage any school property, or deface by cutting or with writing or drawing pictures on any fence, furniture, building, or other school property shall immediately compensate for such damage, and upon refusal may be suspended from school until compensation has been made.

### **LOCKERS**

Students who wish to use a school locker will be assigned one at the beginning of the school year. Each locker is equipped with a combination lock. With proper care and maintenance, students should have a safe and secure place to keep their books and school supplies. It is expected that students will keep their lockers clean and neat, both inside and out. Lockers should be locked at all times, but the school reserves the right to search lockers. AHS is not responsible for articles lost or stolen from lockers, but we request that all articles missing from lockers be reported to the office. **Lockers are the property of USD 435 and are subject to search at the request of an administrator.**

### **VISITOR PERMITS**

Visitor permits will be restricted and granted by the administration only to members of approved groups and those with official business with the counselors or office. Persons requesting to relay messages to students, teachers, or other employees should stop in the office to make proper arrangements. Those who do not comply with this regulation will be considered unauthorized persons and will be asked to leave the school grounds.

The restriction does not apply to parents of students attending Abilene High School, as you are encouraged and invited to visit the school to become acquainted with the program. If you will contact the office, a guide will be provided and the proper arrangements made.

### **PARKING REGULATIONS**

Students may park in the parking lot west of the auxiliary gymnasium and auditorium. The entire area south of the main office is **RESERVED FOR FACULTY**. These areas **MUST NOT** be used for student parking.

Students may not park on Cedar Street east of the school, on the one-way street south of the building (Cowboy Trail South), facing south along Mulberry Street in front of the Vocational Building, the access road west of the school (Cowboy Trail West), in the first 17 spots on the east end of the north facing stalls, or in visitor parking. Violations of these parking regulations may result in vehicles being towed at owner's expense. These regulations will be strictly enforced.

### **BETWEEN BLOCKS**

Ample time between blocks will be allowed. A tone signal will indicate the beginning and ending of blocks. Each student will be expected to be in his/her assigned place in the classroom when the tone sounds at the beginning of each period. Be sure you have all necessary books, supplies and materials before going to class or seminar. Security cameras are active in our hallways and school parking lot. **WARNING:** This facility employs video surveillance equipment for security purposes. This equipment may or may not be monitored at any time.

### **ACTIVITIES AND ORGANIZATIONS**

The students' participation in extracurricular activities plays an important part in the development of character, leadership and responsibility. An attempt has been made to meet the needs of all our students with a variety of organizations that emphasize various areas of interest. All students are strongly encouraged to visit these organizations to find one or more that they can join.

Abilene competes with Chapman, Clay Center, Concordia, Marysville and Wamego in the North Central Kansas League plus many other fine schools in non-league activities.

### **STUDENT ACTIVITY FUND MANAGEMENT**

Any activity which involves the expenditure of activity fund shall be subject to prior approval of the Assistant Principal.

#### Activity Fund Management

The building principals shall maintain an accurate record of all student activity funds in the respective attendance centers. No funds shall be expended from

these accounts except in support of the student activity program. No activity account shall have a negative balance. The board shall receive a monthly report on all activity accounts. All student activity funds will be audited annually at the same time as the general fund budget. All payments from the student activity fund shall be made from purchase orders signed by the employee responsible for the fund. Receipts shall be kept for all revenue deposited into the activity fund of each attendance center. All payments from the activity fund shall be by checks provided for that purpose.

#### **Activity Fund Deposits**

Activity funds from gate receipts or other sources may be deposited directly into a bank account maintained for this purpose.

#### **Inactive Activity Funds**

The activity fund administrator will authorize the transfer of any cash balance left by activity organizations that may disband or by graduate seniors to StuCo to be used to benefit all students of Abilene High School.

#### **Student Activity Fund Management**

Each student activity fund shall have an employee in charge of the fund. The employee shall be responsible for making a monthly report to the superintendent and the board.

The monthly student activity report shall show opening and closing balances of each fund. The report shall also show the total amount of deposits and an itemized list of expenditures.

### **NORTH CENTRAL KANSAS LEAGUE CODE OF ETHICS**

I will avoid any deed or habit that will harm or degrade me mentally, morally, physically, or spiritually, thereby preserving the reputation of my school and of the N.C.K.L.

I will realize and respect the rights, property, and the beliefs of others, regardless of race, class, or creed.

I will contribute to and support, in a sportsmanlike manner, all school activities.

I will observe the rules set up by my school and the N.C.K.L.

I will maintain personal integrity and conduct myself at all times in such a manner as to be a credit to myself, my school, the N.C.K.L., and God.

### **SPORTSMANSHIP POLICY**

As a representative of Abilene High School, proper sportsmanship must be exhibited at all activities. The following guidelines apply:

Be courteous to all.

Know the rules and abide by and respect the official's decision.

Win with character and lose with dignity.

Display appreciation for good performance regardless of the team.  
Exercise self-control and reflect positively upon yourself, team, and school.  
Permit only positive sportsmanlike behavior to reflect on your school or its activities.

## **THE KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION AND ELIGIBILITY**

The Kansas State High School Activities Association, organized in 1938, is composed of member senior and junior high schools and sets up the rules and regulations under which athletics, music, speech, debate, student council, academic competition, and other activities are conducted.

According to the rules of the association, in order for a student to represent his/her school in any interscholastic activity, they must be a "bonafide undergraduate in good standing." They must have passed five subjects the previous semester, and there is an age limit as well as a residence requirement. Should a student plan to move or have any kind of questions that might affect their eligibility, they should contact the principal immediately. All contestants from Abilene High School are held strictly to these requirements. The rules and regulations governing all interscholastic activities are available in detail through the athletic director, the principal, or any head coach.

Students legally charged with or found guilty of committing acts within the school or community that would bring discredit to them or to a school program may be withheld from representing the school.

### **PHYSICAL EXAMINATION FOR ATHLETICS**

A physical examination is required for all students who intend to take part in athletics, cheerleading, and dance team. A record is kept of each person who has been examined.

A student will NOT be allowed to be part of the squad if not physically fit.

These examinations are scheduled in the spring, with the help and cooperation of local physicians and nurses and are for the following year's activities. They are provided for a modest fee if taken at this time, otherwise, students are required to arrange for the physical examination at their own convenience and expense.

Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional. Please see AHS Athletic Handbook for a full statement on concussion and concussion-related procedures.

## **STUDENT INSURANCE**

There will be no insurance policy for all students made available through the schools. Parents desiring special accident insurance should make arrangements with a local insurance agent. Students participating in all school activities must provide their own insurance or assume responsibility in case of an accident.

The Kansas State High School Activities Association endorses a Catastrophic Insurance Program that covers students in all member Kansas schools while participating in an activity supervised by the Kansas State High School Activities Association and hosted by the KSHSAA or a member KSHSAA school. This insurance pays only after the first \$10,000 of expenses. This does not cover students who might be injured during class activities, while coming to school, going home from school, or any activity not sponsored by the Kansas State High School Activities Association.

Additional insurance may be purchased by individual students for coverage while attending school or while involved in activities. These forms are available at enrollment or during the first month of school.

## **ACTIVITY TICKETS**

Each year activity tickets are sold to the students entitling them to a number of school activities at a price far below the total of single admission tickets. An activity ticket offers entry to home football, volleyball, basketball, and wrestling contests. Activity tickets will sell for \$20.00. Students may purchase a ticket through weekly payments stretching over a period of three weeks. The activity ticket is NOT TRANSFERABLE.

## **CLUBS AND ACTIVITIES**

No student may hold more than one major office (president or vice president) in an organization or club. (Effective 1998-99).

### **The Student Council**

Organized in 1928, the Student Council has undertaken to further the best interests of the student body and school activities, to promote good citizenship throughout the school, and to advise the administration as to the wishes of the student body.

Officers and class representatives are elected in the spring for the following year. In the spring, officers and class representatives for the next year are elected.

### **FFA**

The FFA is an integral part of the Agriscience & Technology department at Abilene High School. The primary aim of FFA is the development of premier leadership, personal growth and career success of students of agriculture. Activities of the FFA at AHS involve competing in numerous career development events ranging from agricultural management, agriculture sales, public speaking,



nursery / landscape, environmental science as well as the traditional areas of livestock, agricultural mechanics, and soils. Students also have the opportunity to attend leadership conferences held at the district, state and national levels. The FFA has 12 officer positions and over 25 committee chair positions each year for members to develop their leadership skills. Members participate in community improvement projects each year and also develop marketing skills through the Chapter's two major fund raising events, the FFA barbecue and fruit sale. Membership to the FFA is limited to those students enrolled in Agriscience classes at AHS.

### **FCCLA**

The Family, Career, and Community Leaders of America Club promotes personal growth and leadership development through both in-class and extra curricular activities. Focusing on the multiple roles of family members, wage earners, and community leaders, members develop skills for life through: character development; creative and critical thinking; interpersonal communication, practical knowledge, and vocational preparation. Membership is open to those students who are enrolled in a Family and Consumer Science class either first or second semester. Former students are eligible for the extra curricular activities.

### **German Club**

German Club at AHS was established in 1987. Membership is open to all students enrolled in German. The goals of the club are to meet in a relaxed atmosphere to speak the language and to engage in activities relating to the German culture. Also, club members share the language and culture with the community through plays, Christmas programs, and teaching German customs. An annual scholarship is given to a student planning to pursue German on a college level. German Club fosters friendship among its members and provides an opportunity for growth and knowledge.

### **Cowgirls Dance Team**

The "Cowgirls", an Abilene High School organization which has received wide acclaim and recognition, was organized during the 1956-57 school year, patterned after the famous Kilgore Rangerettes of Kilgore, Texas. This group of girls has performed at fairs, football and basketball games, and other events. All girls interested and willing to comply with the rules of the organization are urged to try out in the spring. Performances will include dances and marching with the band. The competition is stiff, but membership is worth the effort and practice time.

### **Cowboy Joe**

Traditionally, one of the highlights of the school year is the crowning of Cowboy Joe. Cowboy Joe is a contest sponsored by the Yearbook Staff. The senior class chooses candidates, and they choose managers for their campaigns. Managers help with the campaign and give speeches or direct karaoke skits in the

candidate's behalf at an assembly before the student body. The identity of Cowboy Joe is revealed at a dance in his honor at the close of the campaign. Cowboy Joe candidates must meet the following qualifications:

- be a senior with a 2.3 grade point average or better;
- be in good standing in the office (things considered are out of school suspensions, attendance, referrals),
- and agree to participate in group sponsored activities for the week (such as dress up days)

These guidelines will be followed by all Cowboy Joe candidates:

- Posters are to be approved and initialed by the administrators or yearbook advisor. Those not approved before being put up will be taken down. They are to be positive in nature, with no sexual innuendoes, inappropriate language, or put-downs.
- Campaign parties are not considered school events.
- Skits are to be positive in nature and promote the candidate only; other candidates are not to be mentioned. The day before the assembly, candidates may be asked to perform the skit in its entirety, to a panel of adults for approval. Changes made during the assembly will be grounds for disqualification.

### **Debate**

The debate class first semester is offered for all students showing an interest/ability in the forensic field. Orientations in discussion and debate, parliamentary procedure, court trials before judge and jury, methods of reasoning and argumentation, speech organizations, persuasion technique, and research and practice debating on the National High School propositions for the year comprise the course.

### **Forensics**

Forensics is a spring semester activity that provides interscholastic competition in a number of events such as extemporaneous speaking, duet acting, poetry interpretation, one-act play, etc. This activity is open to any interested student, freshman through senior.

### **Homecoming Queen**

Each year the members of the Senior class will nominate five Cowgirls as Homecoming Queen candidates, who will be presented to the student body during an assembly. During the Friday of Homecoming Week, the student body will cast votes for Queen, which will be announced at the football that night.

Eligible candidates must meet the following criteria:

- be a senior with a 2.3 grade point average or better
- be in good standing with the office in terms of attendance, referrals, etc.

- agree to participate in group sponsored activities for the week

### **Scholars Bowl**

Scholars' Bowl is an interscholastic activity sponsored by the Kansas State High School Activities Association. Students answer questions in six different categories: Language Arts, Science, Social Science, Mathematics, Fine Arts, and Current Events. The Scholar's Bowl activity is open to all interested AHS students.

### **Instrumental Music**

The instrumental music program in the high school provides the opportunity for all who have serious desires to learn to play an instrument. Marching Band, Regular Band, and Jazz Ensemble allow opportunity for study on any instrument and at any level.

The school takes a great deal of pride in the past and present accomplishments of its band, which, in addition to a number of concerts played during the year, participates at football and basketball games. Excellent facilities for both instrumental and choral music provide each division with a beautifully designed room, adjoining soundproofed practice rooms, and adequate storage facilities.

### **Vocal Music**

Our vocal music department consists of two large choruses and AHS Singers. The AHS Singers, consisting of twenty to twenty-five boys and girls, performs many, many times during the year for various programs in Abilene and over the state. They performed at the Kiwanis International Convention in Atlantic City, New Jersey during the summer of 1972. The two Choruses present two public performances each year plus the Christmas Vespers, the Musical and graduation exercises. The Choruses have as their formal attire brown robe and orange stoles.

### **School Newspaper and Yearbook**

The "Abilene High School Booster" and the "COWBOY", the school newspaper and yearbook, are published by juniors and seniors who take Journalism and Yearbook classes. The purpose of these publications is to publish school news, reflect the spirit of the school, educate the community as to work of the school, and to help the students acquire habits of concise written expression, poise, tact and self-confidence in business and social relations. Students doing superior work in writing, editing, or business management are eligible for membership in Quill and Scroll Society, a national organization which is interested in recognizing the work of outstanding student journalists.

### **FBLA**

Future Business Leaders of America is a national organization of over 210,000 intermediate and high school students interested in becoming more successful in the business world. FBLA's purpose is to bring business and education together

in a positive working relationship. AHS chapter members compete annually at regional and state levels in a wide variety of business areas. In addition to competition, FBLA members run the Cowboy Corral and participate in a variety of activities throughout the school year.

### **Spanish Club**

The purpose of the Spanish Club at AHS is to: (1) plan and sponsor field trips to international festivals and programs in Kansas; (2) plan holiday project or parties; (3) sponsor a money-maker for a scholarship or other club project; (4) plan the bi-annual trip to Mexico; (5) entertain exchange students or invite them to talk to classes or special meetings; (6) learn to make -- or taste -- special foods, crafts, etc. from Hispanic countries.

All persons currently enrolled in Spanish are members. Each year an invitation is submitted to all former Spanish students to join and be part of the activities.

## **HISTORICAL STATEMENT**

Abilene High School, the first in the Congressional District, may be said to have had its origin in 1869, housed in a stone building at the corner of Walnut and SW Second Street. The four north rooms of Garfield were built in 1874. This building was enlarged in 1882 with the top floor being used for the high school until 1894. From 1894 to 1906 the school was conducted in the old city hall jointly occupying that building with inmates of the city jail and the family of the city Marshall. In 1906 a school was built on West Seventh Street to house the growing high school. This building, enlarged in 1908, served the community in that capacity until 1919 after which it became a junior high building. Later a brick structure between Sixth and Seventh of Buckeye superseded it as the high school. In 1955 the present building was completed to provide the latest innovation in educational facilities. Upon its completion the old junior high, having served the city for 49 years, was razed and the "old high school" became the new Junior High School.

The present building, one of the finest in the country, is located west of Cedar at 14th Street. Ample grounds for recreation, parking and possible future expansion are provided. Beautifully situated on a gentle slope, it furnishes the finest opportunities for instruction in the way of equipment and surroundings, which can be provided.

The first secondary school subjects offered were astronomy, mental science, mathematics, and botany. Later rhetoric, physiology, civil government, literature, philosophy, Latin, and German were added, but there was still only one course of study -- College Preparatory. There were only five in the graduating class in the spring of 1880. Three years, designated as junior, middle, and senior, were required to complete high school. Currently over 90 courses are being offered in the four years of school.

An alumni association was organized in 1881, and an orchestra in 1895. The first annual was edited in 1905, and the first Booster in 1916. The school was admitted as a member of the North Central Association of High Schools and Colleges in 1908. Normal Training and General Courses of study date from 1915. The Student Council made its advent in 1929.

The Solomon Valley League was supplanted by the Central Kansas League, which was originally composed of Abilene, Herington, Ellsworth, Salina and Lindsborg. Membership changed in the course of years and in 1966 Abilene, Salina, McPherson, Junction City, Manhattan, Clay Center and Emporia comprised the Central Kansas League. In 1967 Abilene left the Central Kansas League to join the new North Central Kansas League. The schools who made up the new league were Abilene, Chapman, Concordia, Marysville, and Sacred Heart. Wamego joined the NCKL in 1968. Sacred Heart withdrew from the NCKL in September 1972. Clay Center joined the NCKL in 1974. Belleville joined in 1976 and subsequently withdrew in 1983. Beloit joined the NCKL in the fall of 1987 and withdrew in 1994.

A.H.S. boasts of its first competitive football team in 1893 and its first track team of 1905. Basketball had its beginning in 1914. Abilene, then a member of the Solomon Valley League, played its home games in a downtown garage.

### **OCR GUIDELINES**

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other federal, state, and school rules, laws, regulations, and policies, Abilene High School shall not discriminate on the basis of sex, race, color, national origin, or handicap in the educational programs or activities which it operates.

It is the intent of Abilene High School to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the school.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

Dr. Ben Smith, Principal

Section 504 Coordinator

1101 North Mulberry

Abilene, KS 67410 (785) 263-1260

or

Mr. Will Burton, Assistant Principal  
Title IX Coordinator  
1300 N. Cedar  
Abilene, KS 67410  
(785) 263-1260

Title IX Complaints can also be filed with the Office for Civil Rights.  
Regional Office for Civil Rights  
324 East 11th Street  
Kansas City, Missouri 64106

All students attending Abilene High School may participate in education program and activities, including but not limited to health, physical education, music, and vocational and technical education, regardless of race, color, national origin, age handicap, or sex.

### **Information for Parents Regarding Section 504 of the Rehabilitation Act of 1973**

Section 504 is an Act which prohibits discrimination against persons with a disability in any program that receives federal financial assistance. The Act defines a person with a disability as anyone who:

Has a mental or physical impairment that substantially limits one or more major life activities (major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.)

In order to fulfill its obligation under the 504/ADA. The Abilene High School recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the program and practices in the school system. The school has specific responsibilities under the Act, which include the responsibility to identify, evaluate and, if the student is determined eligible under Section 504/ADA to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school, he/she has the right to a hearing with an impartial hearing officer.

The Family Education Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to:

- Inspect and review his/her child's educational records;
- Make copies of these records;
- Receive a list of all individuals having access to those records;
- Ask for an explanation of any item in the records;
- Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights;
- A hearing on the issue if the school refuses to make this amendment.

If there are questions, please feel free to contact:

Dr. Ben Smith,, Section 504/ADA Compliance Coordinator

Julie Weishaar or Carly Fritz, AHS Counselors